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MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(Deprtment of Personnel and Training)
NOTIFICATION
New Delhi, the 9th August, 2010

G.S.R. 629(E)—In exercise of the powers conferred by the proviso to article 309 and clause (3) of article 348 of the Constitution, and after consultation with the Comptroller and Auditor General of India in relation to the persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules regulating the educational and other qualifications required for direct recruits to the posts of Stenographer in Pay Band-1 and Pay Band-2 in the Central Civil Services and Civil posts in connection with the affairs of the Union, namely:—

1. Short title and commencement.— (1) These rules may be called the Central Civil Services and Civil posts, Stenographer grades in Pay Band-1 and Pay Band-2 (Educational and other Qualifications for Direct Recruitment) Rules, 2010.

2. They shall come into force on the date of their publication in the Official Gazette.

3. Application.—These rules shall apply to all posts of Stenographer in the grade of Pay Band-1 and Pay Band-2 in the Central Civil Services and Civil posts under the Central Government and under the Indian Audit and Accounts Department for which direct recruitment is made through the Staff Selection Commission.

4. Educational and other qualifications required for persons to be eligible for direct recruitment to the post of Stenographers.—Notwithstanding anything contained in any recruitment rules relating to the posts of Stenographers in Pay Band-1 or in Pay Band-2 borne on the Central Civil Services and Civil posts, the educational and other qualifications required for persons to be eligible to be appointed to such post of Stenographers by the method of direct recruitment through the Staff Selection Commission shall be as under:—

(i) 12th class pass or equivalent qualification from a recognised Board or University;
(ii) Skill Test Norms:
(a) For Stenographers in Pay Band-1:
   Dictation: 10 minutes @ 80 words per minute.
   Transcription: 50 minutes (English), 65 minutes (Hindi) on computers.
(b) For Stenographers in Pay Band-2:
   Dictation: 10 minutes @ 100 words per minute.
   Transcription: 40 minutes (English), 55 minutes (Hindi) on computers.

[F. No. AB. 14017/09/2010-Estt. (RR)]
MAMTA KUNDRA, Jt. Secy.